



HOW TO...

Print CD inserts in iTunes

As well as helping you play and organise your favourite music files, iTunes can also assist in the production of album artwork. Julian Prokaza explains how to create and print sleeves and listings for CDs

Apple's iTunes Music Store may be heading for world domination as the best way to buy music online, but iTunes is also an excellent standalone music manager. As well as its comprehensive playlist features, iTunes can burn audio CDs of tracks in its library and, better still, print CD inserts containing album art and a track listing.

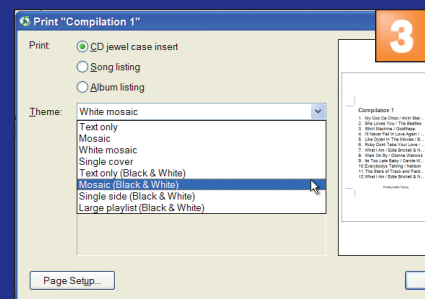
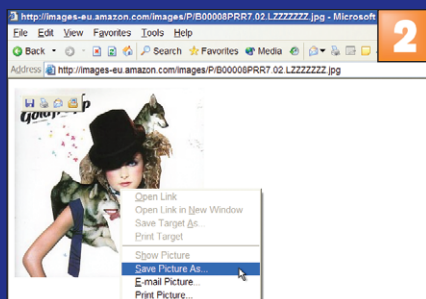
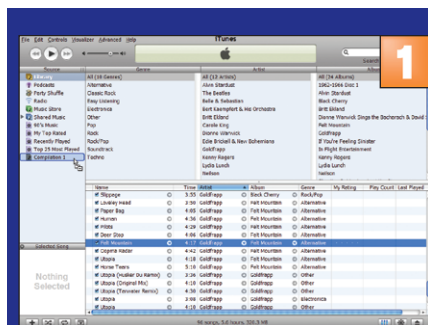
You need to have the appropriate album art in place in iTunes in order to use the CD insert printing feature — but if you don't, all is not lost. You will find CD cover art all over the internet, and with a little help from Amazon you'll be happily printing in no time at all.

1 Create a new playlist for the compilation by selecting New Playlist from the File menu. Give it a name and populate it by dragging tracks on to it from the music library. Since this playlist will be burnt to CD, don't exceed the disc's capacity, which is usually 74 or 80 minutes. Check the song count at the bottom of the iTunes window to help with this.

2 If you don't have the art for an album in the library, you can add it easily enough; if you can't see the album art pane, select Show Artwork from the Edit menu. Select an album in the library, then select all its tracks. Go to

www.amazon.co.uk, click the Music tab at the top of the page and search for the album. Click its link in the found list, then click the album thumbnail to see a larger version. Save the image to your desktop, then drag it on to the album art pane in iTunes.

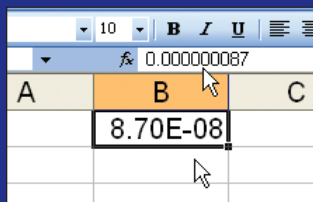
3 To print the insert, select the playlist and go to File, Print. Select the CD jewel case insert option and choose the type of insert from the Theme drop-down list. The Mosaic options are best suited to compilation CDs, but you can choose just a single image if all the tracks are by the same artist. Click OK and the insert will print. **CS**



HINTS & TIPS EXCEL

HOW TO... Use scientific notation

Although it would be nice always to show a number as it is in a spreadsheet cell, there are times when the numbers you're dealing with are just too large. This is where scientific notation comes in. A long number such as 1,500 can be made smaller using a notation such as 1.5×10^3 . However, superscripts and the various uses of the x symbol present spreadsheets with special difficulties. To get around this, an alternative way of writing scientific notation has been developed. The letter E (Exponent) is used instead of $\times 10$. So where 1,500 might have been written as 1.5×10^3 , in a spreadsheet program such as Excel it would be written as $1.5E^3$. The letter E can be lower or upper case. There's no need to format a cell for scientific notation. If you enter a value in this format, Excel will guess this is what you intend, and format the cell accordingly. To format cells beforehand, right-click on the cell or cells and select Format Cells. Go to the Number tab and select Scientific from the Categories list.



HINTS & TIPS ABILITY WRITE

HOW TO... Use headers and footers

Report titles, page numbers and dates are all handy details you might want to include on each page of a document, which is why headers and footers were invented. To insert one, first open a new document. From the View menu select Header or Footer, depending on which you want to use. A new toolbar will appear above the document. Some of the most common types of headers and footers are available at the click of a button. For example, the first button inserts page numbers, the second the date and so on. Alternatively, you can enter your own text. This can be formatted and aligned on the page, just as you would format text normally. When you're finished, click on the Close Header and Footer button on the toolbar. If you need to do something a little more complicated, such as put different headers on different pages, have a look at the options available in the Header and Footer Setup dialog box, located in the View menu.

